

CHECK LIST B

EMPLOYEE NAME: _____

CONTRACTS BEING RENEWED WITH CHANGE IN SALARY GRADE, CLASS OR FUNCTION ARE TO BE SUBMITTED IN THE FOLLOWING ORDER

- ____ RENEWAL CHECK OFF LIST B-1*
- ____ 311-T AUTHORIZATION CHANGE FORM
- ____ W-4 PLUS COPY (IF CHANGE IN TAX STATUS OR ALLOWANCES IS
BEING REQUESTED)
- ____ CPB 312 FORM
- ____ ORIGINAL 1242-1 PLUS COPY
- ____ ORIGINAL 1242-2 PLUS COPY
- ____ ORIGINAL 1242-6 PLUS COPY
- ____ 1819 PLUS COPY
- ____ POSITION CLASSIFICATION WORKSHEET (IF CLASSIFICATION **IS NOT** ON
THE DHMH DELEGATED CLASSIFICATION LISTING)
- ____ APPLICATION/RESUME
- ____ LICENSE, REGISTRATION, DIPLOMA, TRANSCRIPTS, ETC.
- ____ RECORD OF COMPLETION OF EDUCATIONAL CREDENTIAL CHECK(S)
(WITH ACCOMPANYING DOCUMENTATION)
- ____ RECORD OF COMPLETION OF EXPERIENCE CREDENTIAL CHECK(S)
(WITH ACCOMPANYING DOCUMENTATION)
- ____ HEALTH BENEFITS CONTINUATION FORM
- ____ CORPORATE COMPLIANCE

*IF ANY ITEMS APPEARING ON THE RENEWAL CHECK OFF LIST DO NOT
HAVE DOCUMENTED UPDATED INFORMATION ON THEM, UPDATED FORMS
MUST BE SUBMITTED.

CONTRACT ADMINISTRATOR/PERSONNEL LIAISON/DATE

REVISED 6/2002